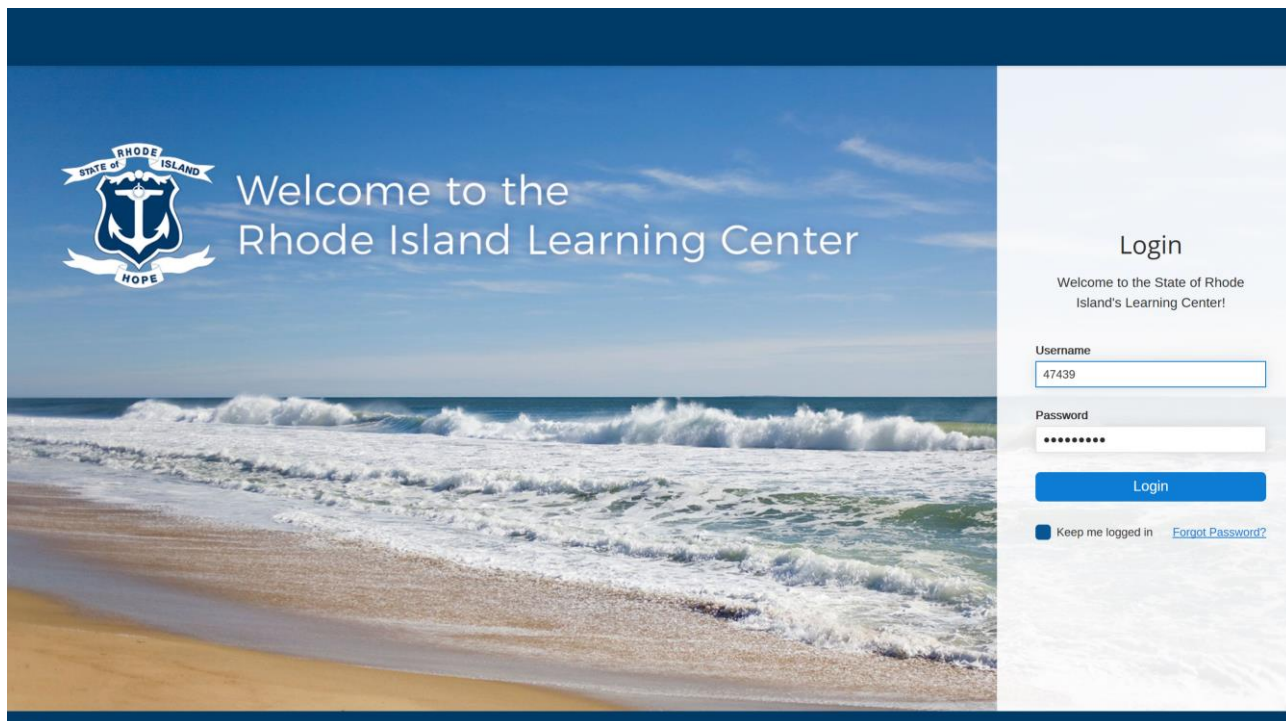


## Quick Start Guide – RI Learning Center (Absorb)

**Step 1: Go to:** <https://rilearningcenter.myabsorb.com>

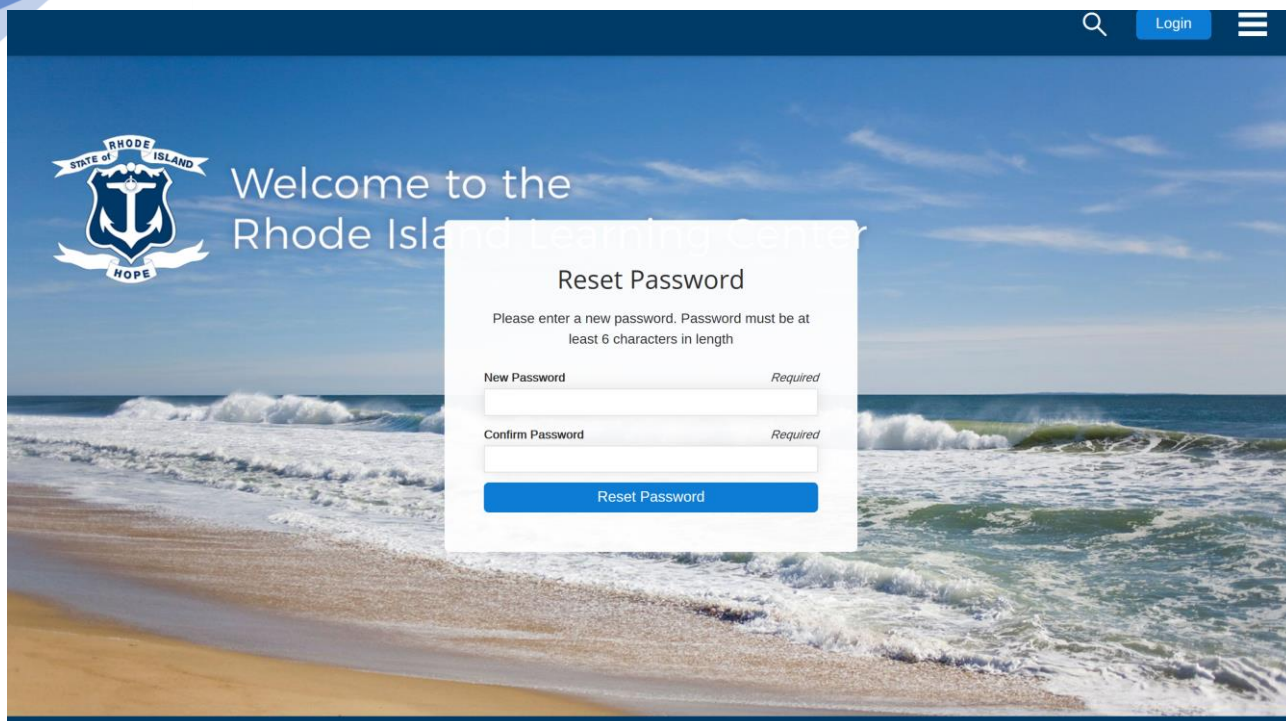
**Step 2: Log in**

- **Username:** Employee ID  
**You can obtain your Employee ID on Paystub RI (See page 5 for instructions)**
- **Temporary Password:** Welcome2020  
Once you have entered your temporary password, you will be prompted to change it



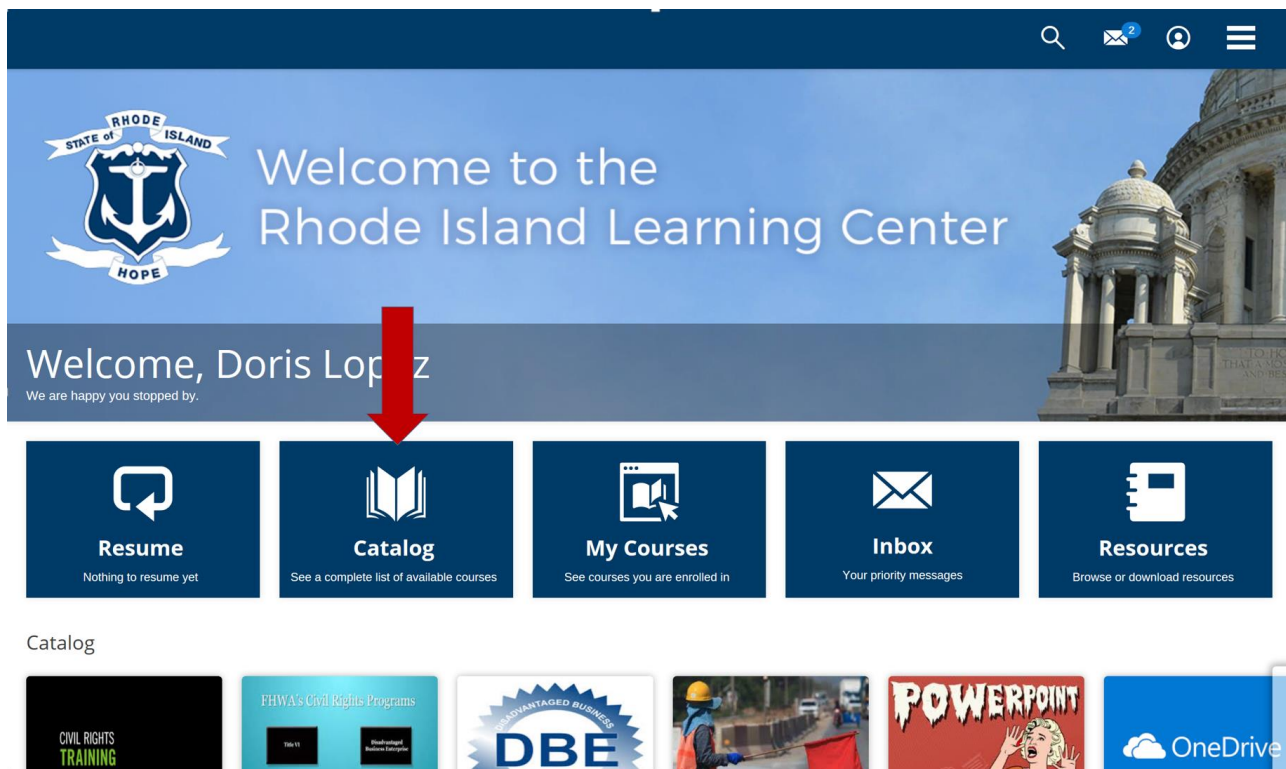
**Step 3: Reset password**

- **New Password:** (Create your own password that must be at least six characters)
- **Confirm Password:** (Confirm created password)



**Step 4: Register for a course** (On the Welcome page, go to the Catalog tile)

➤ Click "Catalog"



**Step 5: Choose the course you want to enroll in**

➤ Click “Enroll”

CATALOG

Alphabetical

The screenshot shows a catalog of online courses. The first row includes 'Civil Rights Training' (with a red arrow pointing to its 'Enroll' button), 'FHWA's Civil Rights Programs', 'Disadvantaged Business Enterprise', 'Flagger Basics for a Two-Lane Road', and 'How to Avoid Death by PowerPoint'. The second row includes 'OneDrive for Business Tutorial', 'SharePoint Online for Beginners', and 'Title VI/Nondiscrimination'. Each course card has an 'Enroll' button with a plus icon.

**Step 6: Start your course**

➤ Click “Start”

CATALOG

Alphabetical

This screenshot is identical to the previous one, but the 'Civil Rights Training' course card now features a 'Start' button with a play icon instead of an 'Enroll' button. The other course cards remain unchanged with 'Enroll' buttons.

➤ Click “Enroll”

The screenshot shows a web interface for a 'Civil Rights Curriculum'. At the top, there's a dark blue header with navigation icons (search, notifications, user profile, and a menu). Below the header, the page title 'Civil Rights Curriculum' is displayed next to a background image of a classical building. A 'Course Content' tab is active. The main content area includes a paragraph about civil rights requirements, a list of topics (Overview of FHWA Civil Rights, Title VI/Nondiscrimination), and a progress indicator showing '0%' completion. Below this, a 'Course Content' section lists four courses: 'Civil Rights Overview', 'Title VI/Nondiscrimination', 'Americans with Disabilities Act', and 'Disadvantaged Business Enterprise'. Each course has an 'Enroll' button. A large red arrow points to the 'Enroll' button for the 'Civil Rights Overview' course. To the right of the course list, there's a sidebar with 'In Progress' status and a circular progress indicator showing '0%'.

Civil Rights Curriculum

Course Content

Public transportation agencies must comply with civil rights requirements and Federal nondiscrimination requirements must be enforced on all Federal-aid construction contracts. This curriculum includes the following topics:

- Overview of FHWA Civil Rights
- Title VI/Nondiscrimination

In Progress  
0/4 Courses

0%

Course Content

Civil Rights Training  
You must complete 4 of the following course(s).

Course	Type	Action
Civil Rights Overview	Online Course	Enroll
Title VI/Nondiscrimination	Online Course	Enroll
Americans with Disabilities Act	Online Course	Enroll
Disadvantaged Business Enterprise	Online Course	Enroll

**Step 7: Play or launch your course**

➤ Click “Start”

## Directions to Obtain Your Employee ID

**Step 1: Go to:** <https://www.ri.gov/app/DOA/payroll/>



### Welcome to the Department of Administration Payroll Information System

If you do not have an e-mail address associated with your account, please enter your Employee ID as your username.

\* Username:

\* Password:

**SIGN IN**

**FORGOT PASSWORD?**

### Step 2: Log in



### Welcome to the Department of Administration Payroll Information System

If you do not have an e-mail address associated with your account, please enter your Employee ID as your username.

\* Username:

kathleensisson@gmail.com

\* Password:

\*\*\*\*\*

**SIGN IN**

**FORGOT PASSWORD?**

#### First time user?


To sign up to view your payroll information online, you will need:

- Your employee ID number provided by the Department of Administration
- You must be enrolled in direct deposit to view your payroll information online

**SIGN UP NOW**



### Step 3: Click "Payroll Information"



State of Rhode Island  
**Paystub RI - State Employee Payroll Viewer**  
Department of Administration

[User Guide](#) | [DOA Web site](#) | [RI.gov](#)


**KATHLEEN SISSON**  
kathleensisson@gmail.com | Verified  
Signed In: May-23-18 at 11:43:21

- Payroll information**
- Notification Center
- Change Your E-mail Address
- Change Your Password
- Sign Out

**Notification Center**

**Notifications**


1 2 3 4 5 6 7 ... [Next >](#)



**Last Payouts for Rewards for Wellness 2017-2018**

If you obtained an annual preventive exam for Rewards for Wellness 2017-2018, you will receive your \$100 co-share credit\* in two \$50 installments on the following dates: - 26-pay period...


[Read more >](#)



**Watch Rewards for Wellness Videos and Earn Co-Share Credits**


As part of Rewards for Wellness 2018-2019, you can earn up to \$75 in co-share credits\* by watching the following videos: 1. Benefits 101: Behavioral Health and Substance Use - This video will...

[Read more >](#)



**Wellness Fairs End May 14, 2018**

### Step 4: Click one of your payroll reports



State of Rhode Island  
**Paystub RI - State Employee Payroll Viewer**  
Department of Administration











[User Guide](#) | [DOA Web site](#) | [RI.gov](#)

**KATHLEEN SISSON**  
kathleensisson@gmail.com | Verified  
Last Signed In: May-23-18 at 11:48:22

- Home**
- Payroll information**
- Notification Center
- Change Your E-mail Address
- Change Your Password
- Sign Out

**Payroll Information**

1 2 3 4 5 6 7 ... [Next >](#)

	<a href="#">View</a>	Payroll report for pay date of May 18, 2018 (Agency: Administration, Department Of)
	<a href="#">View</a>	Payroll report for pay date of May 04, 2018 (Agency: Administration, Department Of)
	<a href="#">View</a>	Payroll report for pay date of April 20, 2018 (Agency: Administration, Department Of)
	<a href="#">View</a>	Payroll report for pay date of April 06, 2018 (Agency: Administration, Department Of)
	<a href="#">View</a>	Payroll report for pay date of March 23, 2018 (Agency: Administration, Department Of)
	<a href="#">View</a>	Payroll report for pay date of March 09, 2018 (Agency: Administration, Department Of)
	<a href="#">View</a>	Payroll report for pay date of February 23, 2018 (Agency: Administration, Department Of)
	<a href="#">View</a>	Payroll report for pay date of February 09, 2018 (Agency: Administration, Department Of)
	<a href="#">View</a>	Payroll report for pay date of January 26, 2018 (Agency: Administration, Department Of)
	<a href="#">View</a>	Payroll report for pay date of January 12, 2018 (Agency: Administration, Department Of)

### Step 5: Locate your Employee ID

- Your Employee ID is located next to your name on your payroll report

NAME: KATHLEEN SISSON		EMPLOYEE ID: XXXXX		ACCOUNT: XXXXX	
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS <b>STATEMENT OF EARNINGS AND DEDUCTIONS</b> <b>DIRECT DEPOSIT RECEIPT</b>		EARNINGS AND DEDUCTIONS	CURRENT PERIOD	PRE TAX	YEAR-TO-DATE
		REGULAR EARNINGS	XXXXX		XXXXX
CURRENT PAY PERIOD  EFFECTIVE DATE: 05/18/2018 VOUCHER NO: XXXXX DIR-DEP: ENROLLED HEALTH COVERAGE: FAM UNITED 2014 RETIREMENT: E.R.S.		OVER			
		HOLI			
		ADJUT			XXXXX
		GROSS PAY	XXXXX		XXXXX
		FRINGE BENEFIT			